How to apply for positions at JOBS.COLUMBUS.IN.GOV

Open your Internet brower and type JOBS.COLUMBUS.IN.GOV or click on this link!

Apply for Open Positions here

On the right side of the screen click Log in

If you <u>have previously created an Applicant Login</u>, fill in the boxes and click Log In. If you cannot remember your PIN, click on <u>Forgot your PIN?</u>

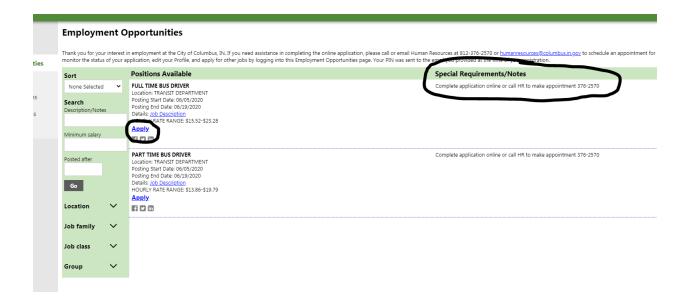
If you have NOT previously created an Applicant login, click Create a new account and create the account you need to log in to the job listing.

Applica	int Login
First name	
Last name	
Zip code	
PIN	<u>Forgot your PIN?</u>
	Log In
	20 9
	New applicant?
	Create a new account
	Log in as an existing employee

After you have logged in, please click on **Employment Opportunities.**

Please look at the special requirements / notes for the position you are interested in.

Click **Apply** to enter the application for the position.



If you have previously submitted an application, please update any information that may be important to the position. You will need to review every page and click the Next Section button at the bottom of the page.

If you have NOT previously submitted an application, please complete the information on each page. NOTE: required information is marked with an * and you will not be able to move to the next section without all required forms filled.

NOTE ON FORMAT:

Telephone numbers must be entered with the dashes! ###-####

Social Security numbers must be entered with the dashes! ###-##-####

Dates must be entered with forward slashes! ##/##/####

If you do not enter these items in the required format, you will not be able to move onto the next sections.

WHEN ALL SECTIONS HAVE BEEN COMPLETED: Click the Review Application button

At the very bottom of the review application page, click **SUBMIT APPLICATION**